

# EXHIBITOR CHECK LIST

## ORLANDO

### THE NATIONAL FRANCHISE SHOW

Please print a copy of this checklist to assist you in planning for the Show. If you require the following services, take advantage of **early booking discounts**, deadlines noted below. **Please check your exhibitor manual for details.**

#### DEADLINE DATE

- |   |                |                          |
|---|----------------|--------------------------|
| • Audio Visual                                  | May 20, 2024   | <input type="checkbox"/> |
| • Booth Cleaning                                | May 23, 2024   | <input type="checkbox"/> |
| • Booth Installation & Dismantle                | May 23, 2024   | <input type="checkbox"/> |
| • Exhibitor Badges                              | May 20, 2024   | <input type="checkbox"/> |
| • Electrical                                    | May 7, 2024    | <input type="checkbox"/> |
| • Vehicles Approval                             | May 1, 2024    | <input type="checkbox"/> |
| • Hotel   | May 10, 2024   | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | May 23, 2024   | <input type="checkbox"/> |
| • Telephone / Internet / WIFI                   | May 17, 2024   | <input type="checkbox"/> |
| • Custom Coupon Deadline                        | April 27, 2024 | <input type="checkbox"/> |
| • Show Guide Deadline                           | May 17, 2024   | <input type="checkbox"/> |
| • Plan for shipments to arrive on:              | June 7, 2024   | <input type="checkbox"/> |

#### Reminders

- |                            |                         |                          |
|----------------------------|-------------------------|--------------------------|
| • Travel Arrangements Made |                         | <input type="checkbox"/> |
| • Final Payment Due        | 60 Days before the Show | <input type="checkbox"/> |

**The show is over Sunday at 4pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.**